

EXHIBIT 9-J

Checklist for Construction Bid Documents			
YES	NO	NA	
			1. Did the local government comply with State minimums of bid advertising times?
			2. Bid Contents: See <u>Exhibit 9-B</u> (CDBG Supplemental General Conditions) and/or <u>Funding Agency Special Provision for Montana Public Facilities Projects</u> . Does the bid document include all applicable required clauses:
			a. Montana Construction Contractor Registration Requirement? (No Contractor may submit a bid unless properly registered with the Montana Department of Labor and Industry.)
			b. Contractor's License Fee (Gross Receipts Withholding Requirements)?
			c. Preconstruction Conference?
			d. Reports and Information?
			e. Access to Records?
			f. Contract Pricing? (The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.)
			g. Federal Labor Standards Provisions, HUD-4010 Form (See CDBG <i>Exhibit 6-A</i>)
			h. Schedule of Minimum Hourly Wage Rates (Current Davis-Bacon Wage Determination)?
			i. Equal Opportunity Provisions: ~ ~ Equal Employment Opportunity (Executive Order 11246) ~ ~ Title VII of the Civil Rights Act of 1964 ~ ~ Section 109 of the Housing and Community Development Act of 1974 ~ ~ Section 3 of the Housing and Community Development Act of 1968 ~ ~ Minority/Women Business Enterprise ~ ~ Nondiscrimination Provision in all Public Contracts
			j. Uniform Federal Accessibility Standards (UFAS)?
			k. Compliance with Federal Clean Air and Water Acts?
			l. Workers' Compensation compliance will be maintained?
			m. Requirement of Project Sign?

YES	NO	NA	
			3. Contractor Insurance?
			4. In the event bids were to come in too high, are deductive alternatives or drop schedules identified?
			5. Engineer's Estimate?
			6. Information for Bidders?
			7. Advertisement for Bids?
			8. Method of Bidding?
			9. Bid Schedule?
			10. Bid Bond -- 10%?
			11. Performance Bond -- 100%?
			12. Payment Bond -- 100%?
			13. Agreement Between Local Government and Contractor?
			14. Notice of Award?
			15. Notice to Proceed?
			16. Change Orders?
			17. General Conditions?
			18. DEQ review and approval, if applicable?
			19. Does project bid schedule and scope (including project area) match those described in the original application to CDBG?
			20. Do all activities appear to be CDBG eligible?
			21. Do plans and specs appear complete and understandable?
			22. Was the CDBG Environmental Release of Funds made prior to contract award, as required by the CDBG/grantee contract? If applicable, was Floodplain compliance completed?
			23. Was a Project Management Plan and Project Implementation Schedule submitted and approved prior to construction contract award?
			24. Did grantee check with MDOC/CDBG for a debarment check (on the <i>Excluded Parties Lists System</i> , http://epls.arnet.gov/) of the prime contractor and subcontractors prior to awarding a contract?

YES	NO	N/A	
			25. Construction Period: To avoid unnecessary claims for liquidated damages, is the contractor granted a reasonable amount of time in which to complete project?
			26. To encourage free and open competition: If "brand names" or other proprietary components are specified, is language added allowing for reasonable equivalent equipment or components?
			27. Are there any unreasonable requirements on firms in order for them to qualify to do business?
			28. Is there unnecessary experience and excessive bonding required?
			29. Any noncompetitive pricing practices between firms or between affiliated companies noted?
			30. Any organizational conflicts of interest noted?
			31. Any arbitrary action in the procurement process noted?